

JOB TITLE: Administrative Assistant

SC/4

DEPARTMENT: Senior Center, Rutherford County

JOB SUMMARY: This position is responsible for providing secretarial and clerical support to the department.

MAJOR DUTIES:

- o Composes and types routine correspondence; types documents, technical and statistical reports, and other materials as directed.
- o Reviews and proofreads documents, records, and forms for accuracy, completeness, and compliance with policies and procedures.
- o Collects information from various sources and compiles data for routine and special reports; enters data in computer.
- o Composes, prints, and distributes monthly newsletter and calendar of events.
- o Schedules appointments and arranges Advisory Board meetings; records and transcribes meeting minutes; prepares agendas and meeting packets.
- o Greets visitors and directs them to appropriate department and/or person.
- o Establishes and maintains bookkeeping and records management systems and procedures; maintains computer records on activities, programs and clients.
- o Performs general secretarial duties, including copying documents, sending and receiving facsimiles, opening and distributing mail, answering telephones, and filing.
- o Supervises the transportation of senior citizens; maintains waiting list.
- o Gives guided tours of the facility.
- o Monitors maintenance of four county vehicles.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of modern office practices and procedures.
- o Knowledge of basic bookkeeping.
- o Knowledge of department policies and procedures.

- o Knowledge of county government departments and functions.
- o Knowledge of safety rules and regulations and emergency response procedures.
- o Skill in maintaining files and records.
- o Skill in performing basic mathematical calculations.
- o Skill in prioritizing and organizing work.
- o Skill in using a computer, copier, calculator, facsimile machine, and postage meter.
- o Skill in dealing with the public.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Director assigns work in terms of general instructions. The supervisor spot-checks upon completion for accuracy, compliance with procedures, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related administrative and clerical duties. Frequent interruptions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to provide customer service and clerical support to the department. Successful performance contributes to the efficient operation of the department.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, stooping, crouching and walking. The employee occasionally lifts light and heavy objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.